

**DRAFT INTERIM USE  
REP EXERCISE PREPARATION GUIDE  
GENERAL GUIDANCE FOR EVALUATORS**

**After the Exercise:**

1. Attend post-exercise evaluator debriefing meetings, as required.
  - Be prepared to provide input to the exercise timeline, if applicable.
  - Be prepared to discuss the problems you identified with the exercise play at your location, if applicable.
  - Discuss your evaluation with the other evaluators previously identified to develop the complete picture of the play.
2. Write Reports (Narratives and Issues) and complete within the time frame specified.
  - Be SURE of the facts you record.
  - Write legibly on all handwritten items such as timelines, timesheets, etc. (Please bring a laptop to type reports, if possible. Work products should be provided in Word 2000 format.
  - The narrative summary should be a logical discussion of events that support your recommendation that the criterion was or was not adequately demonstrated. This discussion must include who, what, when, where, why and how, as applicable to the criterion you are evaluating. All issues should be described in the narrative and in a detailed, “stand-alone” write-up of the issue.
  - Use exact names of facilities, organizations and titles of participants (not their names) and compare with those specified in the plan. Verify all spellings, use only approved and accurate acronyms, and define them in your text.
  - Do not draw conclusions without supporting facts, for example, state “No evidence of annual calibration;” not “instruments were not calibrated.”
  - PREVIOUS ARCAs: State whether previous ARCAs have been resolved and the corrective action demonstrated. A detailed discussion of the actions accomplished to resolve the ARCA must be provided.
  - UNRESOLVED ARCA: If the ARCA has not been resolved, indicate this as an “Unresolved ARCA.” Describe in detail the reason for this conclusion.
  - NEW ISSUE: If there is a new issue, the discussion must address the following elements: condition, possible cause, reference (include specific references; e.g., NUREG-0654, plans or procedures), effect or potential effect and recommendation.
  - The review process will be discussed during the pre-exercise briefing.

**DRAFT INTERIM USE**  
**REP EXERCISE PREPARATION GUIDE**  
**GENERAL GUIDANCE FOR EVALUATORS**

**After the Exercise (cont'd):**

- Prior to release from the exercise, submit your completed evaluation modules and the following materials to your Team Leader:
  1. Evaluator logs and timeline;
  2. All copies of player logs, messages, etc., collected at your location (if directed to do so by your Team Leader);
  3. Your evaluator binder;
  4. Any other material supporting issues you have identified;
  5. Time sheets with regular and overtime, as specified by the Region; and
  6. Other materials required by the Region.